Planning your event

- The first item on your list should be the establishment of an event committee or group. If you have lots of events you might even consider a standing group. While it might appear a straightforward process, there are rooms to book, communications to issue, catering to arrange and possibly even posters to design. It's best to share these tasks out to avoid one person doing all the work.
- Look at the possibilities for combining your event with another event. By joining forces with another Club, you can reach a wider audience and split up the tasks associated with the event.

Promoting your event

- Think about the message! Can you use this event to bring in more members? If so, maybe 2 different notices may be in order. One to go to your existing members and another to flag the event (and your clubs existence) to potential members around UCD.
- Most importantly, notify Culture & Engagement of your event! Depending on the event, we may be able to add it to one or more of the following:
  - the UCD E-zine
  - the Culture & Engagement Twitter account
  - the Culture website
  - the UCD events calendar
  - InfoHub news

Managing attendees

For most events there is no need to manage or monitor attendance levels using Eventbrite or InfoHub (or similar). However, you may wish to manage attendance if:

- You need precise numbers for catering (don't forget the veggies / coeliacs).
- You think the numbers attending may grow beyond the venue size.
- You wish to measure participation levels or compare attendance over time.

Regardless of the platform, these services can only work if there is someone nominated to monitor them and respond to queries that arise.

UCD policy on alcohol

Any Clubs considering having alcohol at an event should familiarise themselves with the relevant UCD policy. There are strict rules regulating the serving of alcohol and the advertising around such events.